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Title: National Coordinator, Membership & Community Engagement
Reports to: National Director, Membership & Community Engagement
Status: Full-time, permanent

FEX exists to bring together and uplift enterprising Canadian families to new heights and ensure their continued success for future generations. This is achieved through local chapters across Canada — FEX connects, supports, educates and inspires our Family Enterprise community.

- Development and implementation of member programs and services that add value
- Expanding the size and reach of FEX member community
- Ensuring that quality and brand standards are maintained and enhanced in all membership initiatives
- Support the membership development process at the national & chapter level
- Assist in the implementation of national programming at the chapter level

- Keen to learn with a positive can-do attitude, flexible and willing to bring your 'A' game to everything you do!
- 3-5 years experience in a hands-on membership, program development, customer service, sales and/or administration role
- Able to juggle multiple tasks and prioritize
- Excellent communications skills including editing and writing skills
- Post Secondary - majoring in business administration, or a relevant discipline
- Proven track record of developing, maintaining customer relationships
- Proficiency with MS Office Suite, database management
- Strong attention to detail and time management skills